

Job Posting Template in Recruiter Box

Opening Title: Title Case

Team= Categories- think about the candidate experience, not our union contracts

Job Description



Keep this information right justified and listed one under the other. In the past we had it in columns, this does not translate well in recruiter box, so please just list this information as follows.

You do not need the title of the job inside this area....it's above-

Be consistent and use Title Case for headers. And only use all caps for the MINIMUM QUALIFICATIONS and BENEFITS

Use bullets or numbers when you want to list some of the KSA's or Responsibilities. Just keep it within reason

To keep the lines single spaced, when you click enter, hold down the shift key (soft return) **Inside RB use the Heading 4 for the information below (this is for consistency across job postings)**

Job Class Code:

Grade:

Salary:

Open for Recruitment Dates:

Opening (do not include 'opening') the descriptions should not be put in any kind of header font

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Body (do not include 'body')

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The right candidate...(do not include 'the right candidate')

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

Minimum Qualifications

Yes, you do need to use the established Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

Benefits- put them at the bottom of a posting.

You must show all the benefits, be sure to update this as of July 1- You should use a Benefits header in the job posting.

If you have questions, please be sure to contact...

Here is an example with these rules applied:

<https://mainebhr.recruiterbox.com/jobs/4f2521c41fb54783a93ab0cf83cf35c3>